

Required P-Card Documentation

TYPE OF TRANSACTION	EXAMPLE	DOCUMENTATION NEEDED
Standard Documents	Required for all Charge Types	Itemized Invoice with name of business and description of item purchased, all purchases should be tax free within Florida; At time of purchase, request W-9 from new Vendors – Note on the receipt who the item was purchased for, G/L and Vendor number as applicable
Online purchases	Amazon.com, Pay Pal Transactions, etc.	Standard Documents (See Above)
Over the Counter Purchases	Retail businesses at point of sale	Standard Documents (See Above)
Phone Purchases	Businesses called with order	Standard Documents (See Above); The vendor will charge the purchasing card ONLY when shipment is made so that receipt of the supplies or service may be certified on the monthly billing statement with the exception of partial payments (e.g. deposits)
Food Purchases	Restaurants, stores, etc.	Standard Documents (See Above); All receipts will include reason/purpose, attendees and detail of meals and beverages purchased. Tips will be paid on a reasonable and customary basis
Meeting Expenses	Refreshments for internal meetings, meetings with groups that require a fee to attend	Standard Documents (See Above); These charges should be charged to the Meeting Expense G/L for the department; Tips will be paid on a reasonable and customary basis
Travel Expenses	Hotel, Registration fees, Airfare, Mileage, Gas, Meals, etc.	Standard Documents (See Above); Completed Travel Authorization form; receipts for charges for hotel, airfare, gas, etc. will be identified on Travel Authorization form, justification for travel, conference invitation, itinerary or agenda schedule; Tips will be paid on a reasonable and customary basis
Prohibited Purchases	Deny approval and contact Department Head for resolution	Cash Advances, Alcohol, Tobacco products, personal purchases, items not authorized by Department Head
Returning Merchandise	Returns	If an item needs to be returned to a supplier, the cardholder will contact the supplier and obtain instructions for the return. Note: some suppliers may charge a restocking or handling fee for returns. All returns should be indicated in the attached supporting documentation along with a notation of any restocking or handling fees.
Credits	Returns, inaccurate billing, etc.	Credit receipt showing amount of credit, if not available original charge with credit amount identified, matching the statement credit amount

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